

Getting round your Mac with Shortcut Keys


The Mac has many useful keyboard shortcuts but these do depend on you knowing the difference between the following keys:

Shift 

Fn

Ctrl 




Alt (Also referred to as Option) 

Command (Also referred to as the “Apple Key”) 

1. Startup Options

When starting up the Mac, you can get to certain special functions.

Note: These are best left to those with technical knowledge beyond basic users.

Key press during boot	Result
X	MacOS X forced startup
   plus Delete	Bypass the primary startup volume
C	Startup from a CD/DVD with a system folder
N	Startup from a NetBoot server
T	Startup in FireWire Target Disk Mode
Shift	Safe Boot Mode with no login items
Command V	Verbose Mode
Command S	Single User Mode

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2. Main Keyboard Shortcuts

Key	With Option	With Shift-Option	Command	With Option-Command	With Shift-Command
a	å	Å	Select All		Deselect All
b	ƒ	ı	Bold		
c	ç	Ç	Copy	Copy Style	Show Colours
d	ð	Ð	Format Font	Hide Dock	Chart Data Editor
e	é	€	Can be Centre		
f	f	İ	Find	Search Menu	
g	©	ì	Find Next		Find Previous
h	·	Ó	Hide	Home Folder	
i	^	È	Italicise	Open Inspector	Show Hidden
j	Δ	Ô	Jump to Selection		
k	°	🍏	Connect to Server*		
l	¬	Ò	Can be Left Align		
m	μ	~	Minimise		
n	~	^	New		New
o	ø	Ø	Open		
p	π	Π	Print	Show Page Sorter	Print
q	œ	Œ	Quit		Log Out
r	®	Â	Can be Right Align		
s	ß	Í	Save		Save As
t	†	Ê	Show Fonts	Hide Toolbars	Show Styles
u	¨	Ë	Underline		
v	√	◊	Paste	Paste Style	Paste and Match Style
w	Σ	„	Close Window	Close All Windows	
x	≈	Ù	Cut		
y	¥	Á			Copy to Stickies
z	Ω	Û	Undo		Redo
1	ı	/			
2	€	™			
3	#	‹			
4	¢	‹			
5	∞	›			
6	§	fi			
7	¶	‡			
8	•	°			
9	ª	·			
0	º	,			
-	—	—	Make Font Smaller		
=	≠	±	Make Font Bigger		
[“	”			Align Left (iWork)
]			Right Tab		Align Right (iWork)
;	...	Ú	Spelling		Check Spelling
‘	æ	Æ			
\	«	»			Centre Align (iWork)
,	≤	ˉ	App Preferences		
.	≥	˘			
/	÷	¿			
`	`	ÿ	Switch Windows in an Application		
§					
Tab			Switch Applications		

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3. Special Accented Letters

Key	With Option + e	With Option + u	With Option + `	With Option + i
a	á	ä	à	â
e	é	ë	è	ê
i	í	ï	ì	î
o	ó	ö	ò	ô
u	ú	ü	ù	û

Key	With Option + n			
n	ñ			

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4. Finder Shortcuts (1)

Key press	Result
Shift-Option-Command-Q	Log out immediately
Shift-Command-Delete	Empty Trash
Option-Shift-Command-Delete	Empty Trash without dialog
Command-B	Hide Toolbar
Command-D	Duplicate
Command-E	Eject
Command-F	Find
Command-I	Get Info
Command-J	Show View Options
Command-K	Connect to Server
Command-L	Make Alias
Command-M	Minimize Window
Command-R	Show original
Command-T	Add to Favorites
Command-1	View as Icons
Command-2	View as List
Command-3	View as Columns
Command-4	View as CoverFlow
Command - [Back
Command -]	Forward
Command-Delete	Move to Trash
Command-?	Open Mac Help
Command-Space	Open Spotlight
Shift-Command-A	Applications
Shift-Command-C	Computer
Shift-Command-F	Favorites
Shift-Command-G	Goto Folder
Shift-Command-H	Home
Shift-Command-I	iDisk
Option-Command-D	Show/Hide Dock
Option-Command-H	Hide Others
Option-Command-I	Show Attributes Inspector
Option-Command-M	Minimize All Windows
Ctrl-Command-D	Mouse-hover over a word and press this sequence for a definition

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5. Finder Shortcuts (2)

Key press	Result
Command-Right Arrow	Expand folder (list view)
Command-Left Arrow	Collapse Folder (list view)
Command-Up Arrow	Move up one directory
Command-Down Arrow	Move down one directory
Option-Command-Right Arrow	Expand folder and nested subfolders (list view)
Option-Command-Up Arrow	Open parent folder and close current window
Control-Up Arrow	Move up one page
Control-Down Arrow	Move down one page
Option-Drag	Copy to new location
Option-Command-Drag	Make alias in new location
Command-Shift-3	Take a picture of the screen
Command-Shift-4	Take a picture of the selection
Command-Shift-4, + Control	Take a picture of the screen, place in Clipboard
Command-Shift-4, + Spacebar	Take a picture of the selected window
Option-Command-Esc	Open Force Quit Menu
Control-Eject	Open Shutdown Menu
Control-Command-Eject	Quit all applications and restart
Option-Command-Eject	Sleep
Fn+Backspace	Delete